

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 65-20**

**A RESOLUTION TO AWARD A CONTRACT BASED ON PROPOSALS RECEIVED
PURSUANT TO REQUESTS FOR PROPOSALS (RFP) 03-FH FOR LANDSCAPING
AND SNOW REMOVAL SERVICES**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Charter, Section 33-90 authorizes the Mayor and Council to pass certain legislation of a non-permanent or administrative nature by formal resolution in lieu of ordinance; and

WHEREAS, the Charter, Section 33-73 states that the Town of Forest Heights (the "Town") shall have control of all public ways in the Town except such as may be under the jurisdiction of the State Roads Commission of Maryland or Prince George's County and that subject to the laws of the State of Maryland and this Charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town; and

WHEREAS, the Charter, Section 33-83 states that the Town shall have the power to do whatever may be necessary to protect town property and to keep all Town property in good condition; and

WHEREAS, the Town Ordinance Code, § 20.4(a)(4) mandates that a purchase of \$10,000 or more must be approved by the Council and shall be procured competitively by advertising a request for invitations to bid or a request for proposals, and that a minimum of three (3) bids or proposals are typically required to award a contract; and

WHEREAS, pursuant to Resolution 59-15 approved on October 21, 2015, the Town Council previously awarded a bid for snow removal services as described in Request for Bids (FHRFB 2-15) to a Contractor, Faulkner Lawn Care & Construction Inc., t/a Faulkner Lawn Care & Landscaping, which was to be paid from the FY 16 Budget's designated line item in the amount of \$15,000; and

WHEREAS, pursuant to the FY 19 Budget approved by the Council, Line Item # 8008 (Snow/Tree Removal) was appropriated for \$20,000 and the Town Council approved the execution of Amendment No. 1 to the Snow Removal Services Agreement; and

WHEREAS, pursuant to Resolution 16-18 approved on March 21, 2018, the Town Council also previously approved a contract amendment known as "Amendment No. 1 to Lawn Care and Maintenance Agreement for landscape services provided by Proctor Landscaping and Masonry, LLC as described in the Proposal for Landscape Services dated May 4, 2016, thereby purchasing services at a total cost of \$18,930.00 for each of the possible renewal periods of one year; and

WHEREAS, the staff sought to combine the two service contracts and an RFP for the Project entitled "Forest Heights Landscaping and Snow Removal Services" was advertised with a due

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date of Friday, October 23, 2020, 4:00 P.M. and a pre-bid meeting held on October 14, 2020 at 11:00 A.M. at the Municipal Building; and

WHEREAS, as stated in the RFP, (i) the initial contract term shall run from November 1, 2020 through November 1, 2021, (ii) with the possibility of extension for an additional five (5) years, and (iii) with the possibility of an annual price adjustment not to exceed the CPI; and

WHEREAS, as stated in the RFP, the scope of work is: (i) snow must be removed and/or salt must be spread for approximately 9 miles of local (i.e., municipal) residential streets in accordance with specifications, and (ii) spring and fall cleanup for 21 enumerated Town-owned properties and regular lawn care and maintenance during the period of April 1st through October 30th, which is to include a Fertilizer program; and

WHEREAS, RFP 03-FH for landscaping and snow removal services solicited by the Town received bid cost forms from six (6) vendors is summarized as follows:

<u>ITEM/Vendor</u>	<i>Brown</i>	<i>Capital Air</i>	<i>Faulkner</i>	<i>Majestic</i>	<i>Tri-State</i>	<i>Britt</i>
<u>Snow Removal</u>						
Hourly rate one (1) truck:	\$110	\$208	\$145	\$155	\$125	\$310
Hourly rate two (2) trucks	\$220	\$416	\$145	\$300	\$110	\$620
Hourly rate three (3) trucks	\$330	\$624	\$145	\$445	\$110	\$930
<u>Landscaping</u>						
Routine Maintenance:	\$300 per cut	\$72/hr.	\$25,000	\$6,303.20/mo. X 7 mo.	\$2500/mo., bi-weekly	\$89,612
Mow, Trim, Edge and Sweep	\$7800 per year	\$55/hr.	-	- 13 visits (2 visits/mo. For Apr-Sept; 1 in Oct.	-	-
Applications	\$125 per hr.	-	14-16	2 visits	\$230	\$600
Bed Maintenance	\$125 per hr.	\$55/hr.	\$5500	7 visits	\$0 included	\$16,800
Brush and Tree Removal/Trimming	3-man crew	\$249 per site	-	-	included	-
Removal of Debris	\$250	\$56/hr.	Included	\$100/ton	\$0 included	\$8100
Special hourly rate if called	\$125	\$92/hr.	\$125	\$185/hr.	\$50/hr.	\$300
Cost of salt or other compounds if supplied	Included	\$4800 per truck	\$50/100lbs.	\$20/50 lbs. bag	\$100/ton	1.09

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WHEREAS, the Town staff recommends that the contract for landscaping and snow removal services be awarded to: Tri-State Solutions of Maryland, LLC; and

WHEREAS, the Town Council finds that the recommended vendor is the lowest or best bidder or proposer, for the quality of goods and work, time of delivery or completion, and responsibility of bidders being considered, and a written contract may be approved by the Council before work is commenced.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and awards the proposal obtained in RFP 03-FH for landscaping and snow removal services to the following company: Tri-State Solutions of Maryland, LLC. to be paid from Budget line items 7263 and 8008.

AND BE IT FURTHER RESOLVED, that the Mayor shall be authorized to negotiate an agreement on behalf of the Town consistent with the scope of work, terms and conditions set forth in the RFP for approval by the governing body that includes among its terms and conditions the delegated authorization for the Town Administrator to approve any request for an annual price adjustment in the proposed contract as referenced above and in the RFP; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 18 day of November 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

Yea

KENNEDY II

Yea

NOBLE

NAY

BARNES

Yea

HINES

Yea

WASHINGTON

Yea

ATKINSON

Yea

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

By:

Mayor Habeeb-Ullah Muhammad, Mayor

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SIGNATURE ON FILE

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 18 day of November 2020 with 6 Aye votes and 1 Nay votes the aforesaid Resolution 65-20 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

Exhibits – (i) 2020 RFP for Landscaping and Snow Removal Services, & (ii) Six (6) Proposals